

NEGOTIATOR'S SUMMARY REPORT

STATE PROJECT NO. \_\_\_\_\_ PARCEL NO. \_\_\_\_\_

F.A.P. NO. \_\_\_\_\_ OWNER \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ (Use "List of Owners" Form for multiple owners)

\_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

ROUTE: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PARISH: \_\_\_\_\_ \_\_\_\_\_

NOTE: All blanks must be completed even if not applicable (enter N/A)

DATE \_\_\_\_\_

\_\_\_\_\_ Assigned ownership for acquisition. Reviewed and checked package for compliance with all applicable rules, regulations, procedures and laws.

\_\_\_\_\_ Set up appointment: \_\_\_\_\_

\_\_\_\_\_ Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_

\_\_\_\_\_ Persons Contacted: \_\_\_\_\_

\_\_\_\_\_ Place of Contact: \_\_\_\_\_

\_\_\_\_\_ Other Persons Present: \_\_\_\_\_

\_\_\_\_\_ Type of Contact: \_\_\_\_\_

\_\_\_\_\_ Verified Ownership

\_\_\_\_\_ Offered a Brochure which was accepted \_\_\_\_\_ declined \_\_\_\_\_

\_\_\_\_\_ Discussed project and explained R/W and construction plans.

\_\_\_\_\_ Presented offer and delivered Just Compensation Letter

\_\_\_\_\_ Just Compensation Amount \_\_\_\_\_

\_\_\_\_\_ Land \_\_\_\_\_ Improvements \_\_\_\_\_ Damages \_\_\_\_\_

\_\_\_\_\_ Delivered copy of the acquisition instrument

\_\_\_\_\_ Explained the LA DOTD policies on non-discrimination and reimbursement of incidental expenses pursuant to title transfer along with procedures for appeal.

\_\_\_\_\_ Discussed mortgage procedures and advised owner of requirements even if no mortgage certificate was ordered

\_\_\_\_\_ Explained the LA DOTD policy on expropriation

\_\_\_\_\_ Presented alternate acquisition offers. Uneconomic Remainder \_\_\_\_\_

\_\_\_\_\_ Retention \_\_\_\_\_ Adversely impacted \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Presented revised offer and delivered revised Just Compensation Letter

\_\_\_\_\_ Just Compensation Amount \_\_\_\_\_

\_\_\_\_\_ Land \_\_\_\_\_ Improvements \_\_\_\_\_ Damages \_\_\_\_\_

\_\_\_\_\_ Discussed Relocation Assistance Benefits and / or offers

\_\_\_\_\_ Was Counter Offer made? \_\_\_\_\_ Amount \_\_\_\_\_ Dist. Acct./rec. \_\_\_\_\_

\_\_\_\_\_ Discussion: (Emphasize the owner's dialogue, especially regarding counter offers. Do not repeat the Department's presentation requirements covered in the above checklist.)

APPROVED: \_\_\_\_\_ SIGNED: \_\_\_\_\_

REAL ESTATE DISTRICT MANAGER TITLE: REAL ESTATE AGENT

DATE: \_\_\_\_\_

NEGOTIATERS SUMMARY REPORT

DATE OF CONTACT	PARTY CONTACTED - TYPE AND PLACE OF CONTACT - SUMMARY OF NEGOTIATIONS AND RESULTS
	PERSON (S) CONTACTED: _____ PLACE OF CONTACT: _____ OTHER PERSON(S) PRESENT: _____ TYPE OF CONTACT: _____ DISCUSSION: _____  _____
	PERSON(S) CONTACTED: _____ PLACE OF CONTACT: _____ OTHER PERSON(S) PRESENT: _____ TYPE OF CONTACT: _____ DISCUSSION: _____  _____
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	PERSON(S) CONTACTED: _____ PLACE OF CONTACT: _____ OTHER PERSON(S) PRESENT: _____ TYPE OF CONTACT: _____ DISCUSSION: _____  _____

APPROVED:

REAL ESTATE DISTRICT OFFICER

SIGNED:

TITLE: REAL ESTATE AGENT

DATE: \_\_\_\_\_

NEGOTIATOR'S SUMMARY REPORT

DATE OF CONTACT	PARTY CONTACTED - TYPE AND PLACE OF CONTACT - SUMMARY OF NEGOTIATIONS - AND RESULTS
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	PERSON(S) CONTACTED: _____
	PLACE OF CONTACT: _____
	OTHER PERSON(S) PRESENT: _____
	TYPE OF CONTACT: _____
	DISCUSSION: _____

	PERSON(S) CONTACTED: _____
	PLACE OF CONTACT: _____
	OTHER PERSON(S) PRESENT: _____
	TYPE OF CONTACT: _____
	DISCUSSION: _____

DATE	<u>CERTIFICATION OF COMPLIANCE WITH TIMING PROCEDURES:</u> The undersigned certifies that 1. The initial negotiating contact was made within 6 months of the date of the appraisal. (Date of appraisal _____; date of initial contact _____.)  2. The owner(s) was offered at least 21 days to consider the Department's offer.  3. No more than 90 days has elapsed since the date assigned for negotiation. (Date assigned _____; today's date _____.)
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DATE	<u>CERTIFICATION OF PAYMENT:</u> (for amicable negotiations only - enter N/A if expropriation) The undersigned certifies that to the best of my knowledge all activities pertaining to the acquisition of the referenced property have been completed and payment for the acquisition is ready to be finalized. Please order the check or checks and forward to this office for delivery. W-9 Form(s) and voucher(s) are attached.
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<b>APPROVED:</b> _____	<b>SIGNED:</b> _____
REAL ESTATE DISTRICT OFFICER	TITLE: REAL ESTATE AGENT
	DATE: _____

LIST OF OWNERS AND ADDRESSES  
MARITAL STATUS AND % OF INTEREST

1

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

2

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

3

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

4

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

5

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

6

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

7

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

8

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

9

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

10

INTEREST: \_\_\_\_\_ % \_\_\_\_\_

11

INTEREST: \_\_\_\_\_ % \_\_\_\_\_